

CHIEF DEPUTY CLERK
United States Court of Appeals
for the Eleventh Circuit
Atlanta, Georgia

THE POSITION

The Chief Deputy Clerk is a senior-level position reporting to the Clerk. (This is a Type II alter ego position.) Major responsibilities include assisting the Clerk with supervision, management, and administrative operation of the clerk's offices (85 ± employees).

SPECIFIC RESPONSIBILITIES

Serves as general office manager of clerk's office functions including: appeal management, administration, personnel, statistical reporting, automation, court sessions, fiscal, procurement, and budget. Directly supervises upper-level managers and oversees and coordinates all appeal processing activities. Establishes, adjusts, and ensures compliance with quality control standards. Assists in establishing and enforcing operating procedures and standards and ensures compliance. Assists in developing organizational goals and objectives. Establishes plans, priorities, and deadlines for completion of work assignments. Acts for the Clerk in his absence.

QUALIFICATIONS

- ◆ An undergraduate degree from an accredited university is required. A post-graduate degree in judicial or public administration, business, political science, or a related field is desirable. Law degree highly desirable.
- ◆ A minimum of six years of progressively responsible managerial or administrative experience, three of which must have involved extensive management responsibility, preferably in an appellate or federal court environment.
- ◆ Demonstrated analytical and communication skills (oral and written).
- ◆ Demonstrated interpersonal skills and ability to work well with others.
- ◆ Demonstrated ability to assume and delegate responsibility.
- ◆ Significant knowledge of office automation and electronic case management filing system.

SALARY RANGE

\$115,480 - \$144,366 (JSP 16) depending upon qualifications.

HOW TO APPLY

Submit letter of interest and current resume not later than December 30, 2004 to:

Thomas K. Kahn, Clerk
United States Court of Appeals
for the Eleventh Circuit
56 Forsyth Street, NW
Atlanta, GA 30303
Attn: Human Resources Manager

ADDITIONAL INFORMATION

A copy of the position description is available upon request from the Human Resources Manager at (404) 335-6202.

The person selected for the position will be required to undergo a background investigation.

THE COURT

The United States Court of Appeals for the Eleventh Circuit is headquartered in Atlanta, Georgia. The Eleventh Circuit encompasses the states of Alabama, Florida, and Georgia. Appellate filings originate from decisions of federal district courts and administrative agencies within the circuit.

The Clerk's Office currently supports twelve active judges and six senior judges who reside throughout the circuit. Other support offices also stationed in Atlanta are: Circuit Executive, Staff Attorneys, Circuit Mediation, and Circuit Library.

BENEFITS

Paid Vacations -- From 13 to 26 days per year depending on length of federal service

Paid Holidays -- 10 days per year

Sick Leave -- 13 days per year

Health Insurance

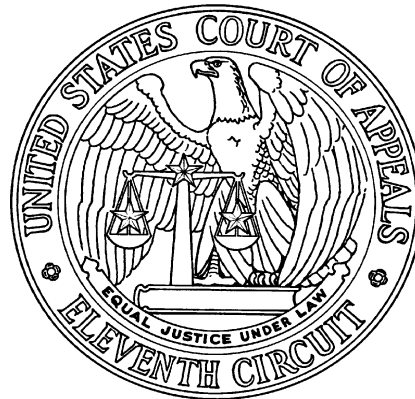
Life Insurance

Flexible Benefits

Long-Term Care Insurance

POSITION VACANCY

CHIEF DEPUTY CLERK



**United States Court of Appeals
for the Eleventh Circuit
56 Forsyth Street, NW
Atlanta, GA 30303**

Within-Grade-Salary Increases -- Within each salary level (grade) there are 10 steps. Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.

Time in Service -- Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

Retirement -- Employees contribute 8.45% of their salary toward a retirement plan, to which the government also contributes. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

Equal Employment Opportunity

All qualified persons are afforded an equal opportunity for employment and promotion without regard to race, color, religion, gender, marital status, age, national origin, or disability.